



Building & Permit Services generally will not accept building permit applications for parcels with pending land use permits or approvals (partition, subdivision, Site Review, Planned Unit Development, etc.). This information sheet explains what stage a land use application must be in before a building permit application would be considered eligible for submittal.

Site Reviews, Planned Unit Developments, Conditional Use Permits

Building permit applications ordinarily will not be accepted on properties requiring these land use permits until the related plans are approved, and the performance or land use agreement is returned to the City. Once the land use permit is approved, applicants meeting building permit intake requirements are eligible to submit building permit applications.

Reason: Eugene Code prohibits issuance of development permits before approval of a required Site Review, final Planned Unit Development or Willamette River Greenway Permit. In addition, the code prohibits acceptance of a development permit application when a Conditional Use Permit (CUP) is required. Standards applicable to the use and site, which are examined at building permit review, often are unavailable until the land use approval is completed.

Exception: There may be instances when the work proposed under a development permit does not in itself trigger Site Review or reflect a use requiring a CUP. This determination is made by Planning staff. In these limited cases, application and approval for a building, electrical, plumbing, mechanical, grading/fill permit or site development permit may be possible.

Land Division, Partitions, Subdivisions

In most cases, building permit plans cannot be reviewed and issued until approval of the final plat. The plat approval process establishes the locations of property lines and determines street design and other site characteristics affecting building and site development permits. The land division process is considered complete when the Permit and Information Center receives a copy of the recorded plat, which occurs after the City review of the proposed final plat has been completed, signed by the City Surveyor and City Planning Director, and recorded by Lane County.

Reason: Eugene Code prohibits issuance of development permits before approval of the tentative partition application or subdivision tentative plan application. In addition, Public Works reviews of infrastructure – roads and sewers – typically rely upon information in the final partition and subdivision plat.

Exceptions: 1) For R1-zoned land divisions, we can accept a building permit application for a lone single-family dwelling or duplex after tentative plat approval. The application still must meet intake requirements, and the permit cannot be approved and issued until all required reviews and public improvements are approved. Applications for other future parcels will be declined until the completed subdivision process results in approved public improvements and determines property line locations. 2) In limited circumstances, grading/fill permits which do not involve roadways or sewers can be reviewed and approved after tentative partition and subdivision but before the final land use approval. This determination is made by Permit & Information Center staff.

Lot Line Adjustments & Platted Lot Line Vacations

Building and Permit Services will accept building permit applications on properties with pending lot line adjustments and vacations, if the properties in question are owned by the same owner. We will not, however, issue a permit until the lot line adjustment or vacation is approved and recorded.

Zone Changes

Building and Permit Services will not accept a building permit application for which a zone change application is pending, unless the application meets current zone requirements.

Annexations

For properties which must annex before obtaining a building permit, Building and Permit Services will not accept a building permit application until the annexation is completed, even if the property is vacant and services already are available (e.g., water, sewer). In the Industrial Corridor where no sewer is available, the building permit application will be accepted. However, permit issuance will require determination by the City regarding the need for an annexation agreement.

When all land use applications have been approved, agreements executed, and approved and/or recorded copies provided to the Permit and Information Center, the applicant is eligible to submit a building permit application. Building permit applications must meet the requirements outlined below.

Intake Requirements

At a minimum, each applicant must:

1. Identify and describe the work to be covered by the permit.
2. Identify the parcel on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitively locate the proposed building or work.
3. Indicate the intended use or occupancy of the proposed work.
4. Provide scaled plans, diagrams, computations and specifications, and other pertinent data necessary to review compliance with applicable codes. Examples include structural plans showing framing and other support and load-carrying features; utility plans showing existing and proposed stormwater and wastewater drainage systems; landscaping plans; and site plans showing dimensions of the lot and buildings and distances from lot lines. Plans need to show the location of all new construction and existing structures on the site, including parking areas, driveways, and bike parking.
5. State the valuation of any new building or structure, or any addition, remodeling or alteration to an existing building.
6. Provide either her or his signature, or that of their authorized agent.

Additional submittal and issuance requirements may apply to specific projects. For example, when Privately Engineered Public Improvement (PEPI) approval is needed or when an adjustment review is sought through the land use code, permit submittal may be delayed or plan review may go on hold.

For copies of our residential and commercial intake checklists, please call **541-682-5505**, or stop by the **Permit and Information Center at 99 W 10th Avenue**. Hours are 9:00 a.m. to 5:00 p.m., Monday through Friday.

For more information, please contact Permit Review Manager Mike McKerrow at 541-682-5288.